

**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF WEST VIRGINIA
OFFICE OF THE CLERK**

TEMPORARY EMPLOYMENT OPPORTUNITY

Position:	Generalist Clerk	Announcement #:	15-CO-08
Appointment:	Full-time; Temporary appointment between 60-91 days		
Location:	Charleston, WV		
Starting Salary:	CL 23/1 to CL 23/25, (\$31,652 - \$39,570)		
Opening Date:	April 14, 2015		
Closing Date:	Open until filled - Résumés received by April 20, 2015 will receive first consideration.		
Open To:	All qualified applicants		

JOB SUMMARY:

The Court is recruiting a well-organized, detail-oriented individual who possesses exceptional interpersonal skills. The Generalist Clerk will perform a variety of administrative and clerical duties in the Clerk's Office.

REPRESENTATIVE DUTIES:

Prepare documents prior to scanning. Scan documents and ensure quality and accuracy of scanned documents. Route documents to proper offices or persons. Upload scanned documents to CM/ECF, using specific CM/ECF events for the scanned orders. Perform miscellaneous duties related to intake and jury wheel in the Clerk's Office. Perform other duties as assigned.

QUALIFICATIONS:

To qualify for the position, a person must be a high school graduate or equivalent and have at least two years of general experience. General experience is progressively responsible administrative or general clerical work experience. *Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours of undergraduate study) equals one year of general experience.*

Skills such as record keeping, sorting, distributing mail, filing alphabetically and numerically, photocopying, inputting data, and typing are particularly useful in this position. Dependability, reliability, good organizational skills and the ability to manage multiple tasks is required.

EMPLOYEE BENEFITS:

Positions are covered by the Court Personnel System. Appointments **less than 90 days** are eligible to earn sick leave. Appointments **more than 90 days, but less than 1 year** accrue annual and sick leave.

INFORMATION FOR APPLICANTS:

The United States District Court is part of the Judicial Branch of government. An applicant must be a U.S. citizen or eligible to work in the United States. Judiciary employees serve under excepted appointments (not civil service) and are “at will” employees. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of net pay. Employees are required to adhere to a Code of Conduct for Judiciary Employees which is available to applicants to review upon request. Selected candidate is subject to, and must pass a background check, including FBI fingerprint check.

APPLICATION PROCESS:

To apply, email a cover letter and résumé to Ms. Korin Parsons at Korin_Parsons@wvsc.uscourts.gov. Please reference **Vacancy #15-CO-08**.

Only applicants selected for interview will be contacted. More than one position will be filled from this announcement. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed.

The United States District Court is an equal opportunity employer and values diversity in the work place.